

Lewis County Assessor Employment Opportunity

SALES ANALYST

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary: **\$4175 - \$5615 (DOQ) Grade: Range 23**

Open until filled, first screening: June 22 at 4:00 p.m.

DEPARTMENT/OFFICE

Lewis County Assessor
360 NW North St.
Chehalis, WA 98532-1900

POSITION SUMMARY

This union position is a senior-level specialist position in the Appraiser job series. This class differs from the Appraiser by complexity of work assigned, computer analysis skills required, and the requirement to perform independent research and validation of property valuation data for use by the Appraisers.

MINIMUM REQUIREMENTS:

- Associate's Degree in Business Administration, Economics or Finance with emphasis in statistics and market analysis; AND four (4) years of experience appraising real and commercial property, and using computer statistical modeling tools; OR an equivalent combination of education, training and experience
- State of WA Real Property Assessment Accreditation
- Must possess a valid Driver's License
- Proof of eligibility to work in the United States
- Ability to speak, read and write the English language effectively

PLEASE SEE the complete job description at www.lewiscountywa.gov/jobs before applying.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

HOW TO APPLY

Pick up an application package between the hours of 8:30 a.m. to 12:30 p.m. and 1:30 to and 4:30 p.m. from:

Lewis County Assessor
351 NW North St
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1392 or (360)740-1480 TTY. Please note this position is open until filled and there may not be sufficient time for the packet to be mailed and returned before the position is filled.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. Note: ALL sections of the application must be complete. "See resume" is not acceptable.

**Lewis County Employment Application-
Authorization to Release Information
Cover Letter
Resume
Proof of education as required**

All application materials must be received **by 4:00 pm** on the closing date of this posting. Late applications will not be accepted. Applications may be e-mailed to dldorey@lewiscountywa.gov or faxed to 360-740-1262 providing a signed hard copy follows within 5 days, or can be delivered to the Assessor's Office.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

SPECIAL REQUIREMENTS

NOTE: The information for State and Federal Reporting Form is voluntary. Providing this information assists the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information, or any other basis protected by law in employment or provisions of services.
